



Public Utilities Commission

Joshua B. Epel, Chairman
Pamela J. Patton, Commissioner
Glenn A. Vaad, Commissioner
Doug Dean, Director

John W. Hickenlooper
Governor

Barbara J. Kelley
Executive Director

Wednesday, February 4, 2015

RE: In the matter of the filing of year 2014 annual reports in accordance with rules 4 *Code of Colorado Regulations* (CCR) 723-5-5006 by utilities holding a certificate of public convenience and necessity to provide water or combined water and sewer services in the state of Colorado.

To: All water providers.

In accordance with Rule 5006 of the Commission's Rules Regulating Water, and Combiner Water and Sewer Utilities, 4 *Code of Colorado Regulations* (CCR) 723-5, each utility over which the Commission has jurisdiction is required to file an annual report on or before April 30th for the preceding calendar year. The rules state that the annual report shall be filed on forms prescribed by the Commission and require that regulated utilities file any additional reports specified by the Commission.

Please see attached Appendix A for a list of water utilities and the required reports for each utility. The attachment specifies the forms to be filed by water utilities for the 2014 reporting year. All water utilities must also file a copy of the report of gross regulated intrastate operating revenues required by the Colorado Department of Revenue, Form DR 0525. That form and other report forms may be found on the Commission's website at <http://dora.colorado.gov/puc>.

Each utility holding a Certificate of Public Convenience and Necessity to provide water services in accordance with Title 40 of the Colorado Revised Statutes during the 2014 calendar year shall file an annual report in the prescribed form available from the Commission's website. Such reports shall be filed no later than April 30, 2014, in accordance with the aforementioned Rules relating to energy utilities. Each filing utility shall also file a copy of Form DR 0525 with the Commission no later than April 30, 2014. The miscellaneous proceeding opened as a repository is Proceeding No. 15M-0052W. Please file your Annual Report forms in this Proceeding.

No utility may file annual reports confidentially. A utility may file a motion for highly confidential treatment for certain parts of their annual report. *See Rule 1101(c)*.



Please note a new section of the annual report requiring each filing utility to identify a Commission designated agent. A Commission designated agent is a person upon whom service of process, notices, or orders may be made for the public utility. If this individual is not located in the state of Colorado, please identify a second Commission designated agent that is located in the state of Colorado. This is distinct from any agreement of a utility to accept service through the Commission's E-filing System

It is the responsibility of the utility to maintain information on file with the Commission for the person(s) designated as Commission designated agent(s) and other designated contacts (§ 40-45-106). Information on file will be relied upon until it is updated by the regulated entity in writing, under oath.

In accordance with § 40-7-106, C.R.S., every officer, agent, or employee of any public utility who violates or fails to comply with or who aids or abets any violation by any public utility of, among other things, any order, decision, or rule of this Commission, commits a Class 2 Misdemeanor and may be subject to penalties, including without limitation, penalties set forth in § 18-1.3-501, C.R.S. Utilities that fail to file the required annual reports can be subject to a decision that levies fines or requires any other corrective or remedial action which the Commission deems appropriate.

A utility may file a motion for extension of time to file its annual report with the Commission. The motion may be granted for a period not to exceed 30 days if good cause is shown why the utility is unable to comply with the April 30, 2014 deadline. Such motion shall not include a request for extension of time to file Form DR 0525. Motions for an extension of time have been referred to an Administrative Law Judge for disposition.

Sincerely,

A handwritten signature in black ink that reads "Doug Dean". The signature is written in a cursive, flowing style.

Doug Dean
Director
Public Utilities Commission
1560 Broadway, Suite 250
Denver, CO 80202